



AIM QUICK FIXES



21st Century/After School Activities Courses in the Montana Edition (Value Added)

This guide is intended for adding activities courses for tracking students in after school programs, including those under 21st Century grants. For District Edition and Montana Value Added users, the courses are separate from the regular school day calendar. Montana Edition users who are looking for an interface to track participation do not need regular school day courses entered to be able to use these tools.

Calendar Setup

Tracking student participation in after school courses is most easily accomplished using a calendar that is separate from the regular school day calendar – especially if courses do not follow the same segmented schedule and days as regular district courses.

From the **Index**, expand **System Administration** and **Calendar**. Select **Calendar Wizard**.

Select *Create new blank Calendars*.

Click **Next**.

The screenshot shows the Infinite Campus Montana Edition Staging Test Site. The left sidebar has a menu with 'Index' selected, and 'System Administration' expanded. Under 'System Administration', 'Calendar Wizard' is highlighted. The main content area shows the 'Calendar Wizard' screen with the title 'Copy, Rollforward, or Create new Calendar-linked Data'. Below this, there are three radio button options: 'Create new blank Calendars' (selected), 'Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).', and 'Copy data into Existing Calendars'. At the bottom right, there are '< Back' and 'Next >' buttons. A hand cursor is pointing at the 'Next >' button.

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying schedule names in the new calendar.
 Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may require a system restart.

Edit Calendar Attributes for new Calendars

Year: 15-16
 Name Template: ACT [year][schoolname]
 Number: 2
 *Start Date: 07/01/2015
 *End Date: 06/30/2016

Select Schools

- East Valley Middle School
- Eastgate School
- Main Street School
- Radley Elementary School

Run Wizard

CTRL-click and SHIFT-click for multiple

< Back Next >

Select the *Year, Number, Start Date* and *End Date*. Enter ACT in the *Name Template* field.

Select the School that the calendar will correspond to.

Click **Run Wizard**.

Refresh the page (IE – Shift + F5) or log off and log back in.

Choose the *Year, School* and *Calendar* from the top of the screen.

From the **Index**, expand **System Administration** and **Calendar**. Click **Calendar**.

Click the **Grade Levels** tab.

Click **New**. Enter the *Name, Sequence Number* and *State Grade Level Code*. Check *Exclude from state reporting*.

Click **Save**. Repeat for each grade level in the calendar.

Infinite Campus | Montana Edition | Staging Test Site

Year: 15-16 | School: Eastgate School | Calendar: ACT 15-16 Eastgate School

ACT 15-16 Eastgate School

Calendar | **Grade Levels** | Schedule Structure | Terms | Periods

+ New | Save | Delete

Grade Level Editor

Name	Seq

Grade Level Detail

*Name: KF
 *Sequence Number: 1
 *State Grade Level Code: KF- Kindergarten Full Time
 Standard Day
 Maximum Membership Days (<= instructional days)
 Whole Day Absence (minutes)
 Half Day Absence (minutes)
 Maximum Approved School Choice Applications
 Kindergarten Code
 Exclude from cumulative GPA/Rank calculations
☒ Exclude from state reporting
☐ Exempt from Assignment
 Standard Code (SIF code)
 Exclude from SIF reporting

Auto Create Term Schedules

Parameter Selection

This tool will create terms within a schedule structure. Infinite Campus allows multiple term schedules, but it is not advised to do this unless absolutely necessary. Select the minimum number of term schedules needed for your schedule. For example, full-year, semester, and quarter long course-sections can all be scheduled within a quarter term schedule, so you would only need to create one four-term schedule.

☐ Full Year (1 term)
☐ Semesters (2 term)
☐ Trimesters (3 term)
☐ Quarters (4 term)
☒ Other Number of Terms:

8

Create Terms

Click the **Terms** tab.

Click **New Term Schedule/Terms**.

Select the number of terms. Click **Create Terms**.

Enter the *Name*, *Start Date* and *End Date* for each term.

Click **Save Term Schedules/Terms**.

ACT 15-16 Eastgate School

Calendar Grade Levels Schedule Structure **Terms** Periods Days

Save Term Schedule/Terms
 New Term Schedule/Terms
 Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

8 Term Schedule

Term Schedule Detail

Name Primary

8 Term Schedule ☒

Term Detail

Name	Sequence	Start Date	End Date
X Session 1	1	09/01/2015	09/30/2015
X Session 2	2	10/01/2015	10/30/2015
X Session 3	3	11/02/2015	11/30/2015
X Session 4	4	12/01/2015	12/18/2015
X Session 5	5	01/04/2016	01/29/2016
X Session 6	6	02/01/2016	02/29/2016
X Session 7	7	03/01/2016	03/31/2016
X Session 8	8	04/01/2016	04/29/2016

Add Term

Click the **Periods** tab. Click **New Period Schedule**.

Click **New Term Schedule/Terms**.

Select the number of period schedules and the number of periods for each schedule.

Click **Create Period Schedules/Periods**.

NOTE: If the classes meet M/W/F from 3-4:30 and T/Th from 3:00-4:00, choose 2 period schedules. If there are multiple classes (e.g., 3-3:45 and 3:45-4:30), choose 2 periods for each period schedule.

Auto Create Period Schedules

Parameter Selection

This Schedule Structure has no Period Schedules, and this tool will create some for you. Infinite Campus supports multiple Period Schedules, but only select the Period Schedules needed for your Schedule Structure.

1. Select Number of Period Schedules

☐ (1 PeriodSchedule) Single Period Schedule
☒ (2 PeriodSchedules) A/B Day
☐ (3 PeriodSchedules) A/B/C Day
☐ (5 PeriodSchedules) M/T/W/T/F Day

2. Select Number of Periods for each Period Schedule

1

Create PeriodSchedules/Periods

ACT 15-16 Eastgate School

Calendar Grade Levels Schedule Structure Terms **Periods** Days

Save Period Schedules New Period Schedule Delete Period Sched/Periods

Period Schedule/Periods Editor

Name
M,T,Th,F
W

Period Schedule Info

*Name M,T,Th,F *Sequence 1 Instructional Minutes 90 School Day 90

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional
X A	1	3:30 PM	4:15 PM	0	<input checked="" type="checkbox"/>
X B	2	4:15 PM	5:00 PM		<input checked="" type="checkbox"/>

Add Period

Instructional Minutes Preference for 15-16 School Year

Exclude non-instructional periods
Exclude non-instructional minutes
Exclude time gaps between periods

School Day Preference for 15-16 School Year

Exclude non-instructional periods
Include non-instructional minutes
Include time gaps between periods

Enter the time(s) for each period schedule. Check Non-Instructional for each period.

Click **Save Period Schedules**.

NOTE: If courses meet for shorter times (e.g., students have a choice between two 45 minute courses or one 90 minute course) create two periods. The longer course may be marked as a “block” of the two shorter periods.

Click the **Days** tab.

Click **Day Reset**. Enter the Start Date (first day of class) and End Date (last day of class). Verify that the correct class days are checked.

Click **Create Days**.

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date
09/01/2015

*End Date
04/30/2016

Duration
0

Fill Missing Days Only
☒

Mon Tue Wed Thu Fri Sat Sun
☒ ☒ ☒ ☒ ☒ ☐ ☐

Create Days

ACT 15-16 Eastgate School

Calendar Grade Levels Schedule Structure Terms Periods **Days**

Save Day/Day Events Delete Day/Day Events Day Reset Day Rotation Print

<< **September 2015** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

▼ Event on this Day

Day Detail

Date: 09/07/2015 Day #: 5

*Period Schedule

M, T, Th, F

School Day: ☐ Instruction: ☐ Attendance: ☐

Start Time: End Time: Duration: 0

Comments:

Day Events

Type: OH: Holiday - Other Duration Inst. Minutes

Add DayEvent

Set holidays, breaks and other non-class days.

Click a non-class date on the calendar. Uncheck *School Day*, *Instruction*, and *Attendance*.

Optional: Click **Add Day Event**. Enter Type.

Click **Save Day/Day Events**. Repeat for other holidays, breaks and other non-class days.

If one or more days are on a different schedule, align the period schedule to the day.

Click the day with a different schedule. Select the appropriate *Period Schedule*.

Click **Save Day/Day Events**.

Repeat for other days with a different period schedule.

ACT 15-16 Eastgate School

Calendar Grade Levels Schedule Structure Terms Periods **Days**

Save Day/Day Events Delete Day/Day Events Day Reset Day Rotation Print

<< **September 2015** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

▼ Event on this Day

Day Detail

Date: 09/02/2015 Day #: 2

*Period Schedule

M, T, Th, F

School Day: ☒ Instruction: ☒ Attendance: ☒

Start Time: End Time: Duration: 0

Comments:

Day Events

Type: Duration Inst. Minutes

Add DayEvent

Year: 15-16 School: Eastgate School Calendar: ACT 15-16 Eastgate School

Index Search Credit Groups

Michael Agostinelli

- Student Information
- Census
- Behavior
- Health
- Attendance
- Scheduling
- Grading & Standards
 - Auto Grade
 - Grading Window
 - Credit Groups**
 - Grading Tasks
 - Score Groups & Rubrics
 - Standards Bank
 - Reports

Credit Groups

New Group Save Delete

Credit Group Detail

Name: 21st Century

None of These Options

PESC Name:

Parent Group: 21st Century

Credit Overflow Rollup:

Comments:

Creating Courses

From the **Index**, expand **Grading & Standards**. Click **Credit Groups**.

Click **New Group**. Enter *Name* and click **Save**.

Click **New Group** again. Enter one of the 21st Century Activity Subject Areas into the *Name* field. Choose the *Parent Group* that aligns to 21st Century.

Click **Save**. Repeat for each subject.

NOTE: If the activities courses correspond with existing district grading periods (e.g., quarter, semester), skip the next two steps.

From the **Index**, expand **Grading & Standards**. Click **Grading Tasks**.

Click **New**. Enter the **Name** and click **Save**.

From the **Index**, expand **Grading & Standards**. Click **Score Groups & Rubrics**.

Click **New Score Group**.

Enter **Name**. Under **Score Group List Items Detail**, enter **Sequence**, **Name**, **Score** and **Passing Score**. Click **Add** for additional lines.

Click **Save**.

From the **Index**, expand **Scheduling**. Click **Add Course**.

Enter **Number** and **Name**. Check **Attendance**.

Click **Save**.

Index Search

1 Iron Chef Cooking Level 1

Course Sections Grading Tasks Standards Assessments Composite Grading

Save Add

Grading Task Editor

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA

Course Grading Task Detail

*Grading Task

*Session

*Score Group

21st Century

Term GPA

Credit

Credit Type

Credit Overflow Override

Term Mask

Active Mask

Term 1 Term 2 Term 3 Term 4 More Terms

Post-only Grading Task

Return to the **Index**. Under Scheduling, click **Courses**.

Click the **Grading Tasks** tab and **Add**.

Select the *Grading Task* and the *Score Group*.

Click **Save**.

Return to the **Index**. Under Scheduling, click **Courses**.

Click the **Sections** tab and **Add a Section**.

Enter the Section Number (sequential numbering per course is okay).

Check the boxes that correspond to the days/times the course is offered.

OPTIONAL: Enter *Session Type* and *Session Number*.

Click **Create Section**.

Year 15-16 School Eastgate School Calendar ACT 15-16 Eastgate School

Index Search

Create a new Section

This tool will create a new section.

Section Editor

*Section Number

Teacher Display Name

Max Students

Lunch Count

Milk Count

Adult Count

Room

Skinny Seq

Homeroom

Distance Class (Override)

Primary Teacher

There is no active primary teacher for this section.

Session Type

Session Number

MT: Mini Term

01: 01

Section Schedule Placement

		8 Term Schedule							
		Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
		M,T,Th,F	M,T,Th,F	M,T,Th,F	M,T,Th,F	M,T,Th,F	M,T,Th,F	M,T,Th,F	M,T,Th,F
A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
B		<input type="checkbox"/>	<input type="checkbox"/>						

Create Section

1-1 Iron Chef Cooking Level 1

Teacher: None Assigned

Section Staff History Roster Attendance Grading By Task Grading By Student Roster

Save New Primary Teacher New Teacher New Section Staff

Staff History

Name

Start Date

End Date

District Assignment

Role

There is no active primary teacher for this section.

Start Date and End Date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Staff History Detail

Primary Teacher

*Name

Ingalls-Wilder, Laura

Start Date

End Date

District Assignment

Role

07: Instructional Para General Ed

Comments

Teacher Display Name on Section

Making a change to the Teacher Display Name here will update the value on the Section tab.

☐ Continue using the current Teacher Display Name from the Section tab:

☒ Use a new Teacher Display Name on the Section tab: Ingalls-Wilder, Laura

Click the **Staff History** tab.

Click **New Primary Teacher**.

Select *Name* and *Role*.

Click **Save**.

Click the **Roster Setup** tab.

Select students from the right-hand list by clicking the name or copy students from another section by selecting the section from the drop-down.

Click **Save Student List and/or Copy Section**.

Note: Only students with an enrollment in the 21st Century calendar will appear on the list. Create student enrollments prior to creating rosters.

1-1 Iron Chef Cooking Level 1
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup**

Save Student List and/or Copy Section

Copy student from section:

Current Roster(0/205)

Beckham, Cruz (05)
Duggar, Jackson (06)

Show Students in this grade only:

Beckham, Cruz (05)
Clampett, Jed (05)
Cruise, Suri (05)
Duggar, Jackson (06)
Duggar, Jennifer (03)

Once students are rostered into courses, the teacher/paraprofessional assigned to the course may take attendance and enter grades (or completion status). Using the Ad Hoc tools, the 21st Century coordinator may create reports to report student, staff, and course information for state and/or federal reporting purposes.